

College of Graduate Studies
**GUIDE FOR THE PREPARATION OF
THESES & DISSERTATIONS**



“Embracing Our Opportunities for Excellence”

THE VIRGINIA STATE UNIVERSITY



Welcome

Welcome to the College of Graduate Studies at Virginia State University where our primary purpose is to: 1) offer capable students an opportunity and facilities for advanced study and research in their fields of specialization and; 2) assist students in achieving an advanced level of understanding and competence necessary for successful professional careers. Therefore, if your focus is on ***Academic Excellence***, a graduate education at Virginia State University is the right place for you.

Overview

This guide is issued by the College of Graduate Studies to assist students in completing their thesis/dissertation in the proper format. The general requirements presented in this manual pertain primarily to mechanical considerations. The purpose of this manual is to assure that each thesis/dissertation reflects Virginia State University's rich history and the pursuit of *Academic Excellence* in graduate education while providing a degree of uniformity suitable for electronic and hard copy distribution. This thesis/dissertation represents the culmination of research that makes a significant contribution to knowledge within a given academic field. It will consist of a written interpretation of facts and opinions gained through independent research. The thesis/dissertation provides a permanent record of the student's research and should describe at minimum: why the work was done; how the research relates to previous work as recorded in the literature; the research methods (design, statistical analysis, qualitative analysis) used; the results, an interpretation or discussion of the results, and a summary and/or conclusion/implication. It should be thorough, written in a creditable literary style, and meaningful in its conclusions. At the conclusion of this process, the thesis/dissertation will be displayed in the University's Library and publically through an electronic repository.

Additionally, pay careful attention to spelling, punctuation, and grammar in your thesis or dissertation, as your work will be available for others to access online. The College of Graduate Studies will not review your thesis or dissertation for proofreading and editing purposes. The Graduate College will check your thesis or dissertation for proper formatting only.

If there is a discrepancy in formatting between a style manual and this Guide, the regulations set forth in this Guide take precedence. Please do not use another thesis or dissertation as a model for

your work since a particular style or example in a previous year may not meet current guidelines. Also, certain commonly used software packages may require format modifications in order to comply with current guidelines. It is your responsibility to ensure that your thesis or dissertation is formatted correctly before you submit it to the College of Graduate Studies.

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Order of Thesis/Dissertation

All pages of the thesis/dissertation must be clean, clear, legible and accurate. Copies submitted to the School of Graduate Studies should have all pages present and in the following order:

1. Title Page
2. Copyright Page (optional)
3. Abstract
4. Dedication, Epigraph, Acknowledgement(s) and/or Preface (all optional)
5. Table of Contents, with page references (if applicable)
6. List of Tables, with titles and page references (if applicable)
7. List of Figures or Illustrations, with titles and page references (if applicable)
8. List of Abbreviations (if applicable)
9. List of Symbols (if applicable)
10. Chapters, including:
 - a. Introduction, if any
 - b. Main body (with the larger divisions and more important minor division indicated by suitable, consistent headings)
11. Appendices (if applicable)
12. Bibliography/References

Components

2.01 Title Page

The title page of a thesis/dissertation should have the following information. A title should summarize the main idea of the manuscript simply and, if possible, with style. It should be a concise statement of the main topic and should identify the variables or theoretical issues under investigation and the relationship between them. An example of a good title is “Effect of Physical Exercise on Blood Pressure.” The recommended length for a title is no more than 12 words.

The title of the thesis/dissertation should be centered between the left and right margins, 2 inches below the top of the page. The title page should not have special fonts, spacing, sizing, etc. The title should be typed using upper and lower case letters.

Name of the author should be centered 1 inch below the title. The preferred form of an author’s name is first name, middle initial (s) and last name. Name of record should be used on the title page, i.e. official name as recorded by the Registrar’s Office.

The following statement should be within the full margins 1 inch below the name: “A dissertation [or thesis] submitted to the Faculty of the College of Graduate Studies of Virginia State University in partial fulfillment of the requirements for the degree of..... in the Department ofin the College ofSee the below sample on pg. 5.

Sample

Title Page

An Analysis of Biometric Systems of the Human Body

John N. Doe

A thesis submitted to the Faculty of the College of Graduate Studies at
Virginia State University in partial fulfillment of the requirements for the degree of
Master of Science in the Department of Engineering and Computer Science in the College of
Engineering and Technology
or
(degree of Doctor of Education in the Department of Educational Leadership in the
College of Education)

Virginia

2020

Approved by

Chair/Advisor:

Date: _____

Committee Member:

Date: _____

Committee Member:

Date: _____

Committee Member:

Date: _____

2.02 Abstract

An abstract is a brief, comprehensive summary of the contents of the thesis/dissertation; it allows readers to survey the contents of an article quickly and, like a title, it enables persons interested in the document to retrieve it from abstracting and indexing databases.

The word “Abstract” should be centered 2 inches below the top of the paper in uppercase and lowercase letters in bold. Right below that, center your name followed by the title of the thesis/dissertation. Use as many lines as necessary. Centered below the title, in parentheses, type the phrase “Under the direction of” and include the name(s) of the thesis/dissertation committee members. Skip one line and begin the content of the abstract. It should be double-spaced, typed on one side of the paper only and conform to margin guidelines. The abstract should not exceed 150 words for a thesis, and 350 words for a dissertation. Type the abstract itself as a single paragraph without paragraph indentation. The latter is a requirement of both the College of Graduate Studies and UMI Inc./UMI, Inc./ProQuest Dissertation Abstracts International.

Remember that your dissertation abstract will be published, and therefore, please ensure that it is accurate. Make sure that the title given at the top of the abstract has the same wording as the title is shown on the title page. Avoid mathematical formulae, diagrams, and other illustrative materials, and only offer the briefest possible description of your thesis/dissertation and a concise summary of its conclusions. Do not include lengthy explanations and opinions.

An abstract of a literature review or meta-analysis should describe the following:

- The problem or relation (s) under investigation;
- Study eligibility criteria;
- Type (s) of participants included in primary studies;
- Main results (including the most important effect sizes) and any important moderators of these effect sizes;
- Conclusions (including limitations); and
- Implications for theory, policy, and/or practice.

An abstract of a theory oriented thesis should describe

- How the theory or model works and/or the principles on which it is based and
- What phenomena the theory or model accounts for and linkages to empirical results.

An abstract of a methodological thesis should describe

- The general class of methods being discussed;
- The essential features of the proposed method
- The range of application of the proposed method; and
- In the case of statistical procedures, some of its essential features such as robustness or power efficiency.

An abstract of a case study should describe

- The subject and relevant characteristics of the individual, group, community, or organization presented;
- The nature of or solution to a problem illustrated by the case example; and
- The questions raised for additional research or theory.

Sample

Abstract

John Doe

How Parents Influence African American Students' Decisions to Prepare for Vocational Teaching Careers

Under the direction of (Name of Committee Members)

The purpose of this study is to determine how parents influence African American students' decisions to prepare for vocational teaching careers. Qualitative methodology addresses the research objectives. Twelve African American college students were interviewed to determine how parents influenced them to prepare for vocational teaching careers and specific vocational concentrations. The following five influences emerged: (a) desire to imitate parents' altruistic

behavior and role as community contributors; (b) high academic and career expectations by parents; (c) parental support for academic and occupational endeavors; (d) parents providing early exposure to vocational subject matter and/or the teaching field, and (e) parents aiding in the discovery of aptitudes and interests in vocational subject matter. Implications for recruiting African American students are discussed.

2.03 Dedication, Epigraph, Acknowledgement(s) and or Preface (all Optional)

Each of these should appear on a separate page and numbered with small Roman numerals (starting with page number after the Abstract).

Dedication is an honorific statement from the author to a person or group to whom the Author wants to express appreciation.

An acknowledgement is a thank you statement to a person or persons the author wishes to recognize.

Sample

Acknowledgement (Upper and Lower Case) 2 inches from top of page

(Example) The author wishes to thank several people for their support. I would like to thank my family, especially my parents for their support over the years. I would also like to thank the members of my committee, who under the leadership of Dr. Doe provided the guidance that helped me through this project.

2.04 Table of Contents (Upper and lower case in bold)

The purpose of the Table of Contents is to provide an outline for the content in a thesis and/or dissertation. **The heading should be 2 inches from the top of page and centered using upper and lower case letters.** Each section should be identified and labeled.

Sample

Table of Contents

List of Tables	vii
List of Figures	x
List of Abbreviation.....	xii
Introduction.....	1
Rational for This Study.....	4
Significance.....	6
Literature of Review	7
Historical Foundations of Education	8
Philosophies of Education.....	9

The Age of Plato	14
The Sophists.....	18
The Cultural Revolution	25
Theories of Nelson Mandela.....	35
Voice of Malcolm X	45
Study Design.....	56
Results of Meta-analysis	65
Bibliography	66
Appendix.....	67

2.05 List of Tables (Uppercase and lowercase in bold)

The word “table” designates tabulated numerical data used in the body of the thesis/dissertation. Assign each table an Arabic numeral. Tables may be numbered consecutively throughout the entire work (Table 1, Table 2, etc.), or each assigned table a two-part Arabic numeral, the first number designating the chapter in which it appears, followed by a period, followed by a second number to indicate its consecutive placement in the chapter. **Table 1.3**, for example, would be the third table in Chapter One. **The heading for the list of tables should appear 1-inch from the top of the page, centered and in uppercase and lowercase in bold.** Double-space between the heading and first entry. The number of each table (in Arabic) and its title should be located on the left margin of the paper with two spaces separating the table number

and the title. Page numbers (in Arabic) are located just inside the right margin of the paper with leaders filling out the space between the entry and the page number. Single-space a table and its title if it takes up more than one line and double-space between each entry. The table number and title in your list of the table should match exactly the number and title appearing in the thesis/dissertation itself.

Sample

List of Tables (Uppercase and lowercase in bold)

Table 1.	Summary of Philosophies of Ancient Greece	10
Table 2.	Typologies of Roman Philosophers	25
Table 3.	Philosophers from Sung Dynasty	35
Table 4.	African, Caribbean, and African-American Philosophers	45

2.06 List of Figures or Illustrations (Uppercase and lowercase in bold)

The word “figure” designates all other nonverbal material, such as illustrations, charts, graphs, maps, photographs, drawings, and diagrams. **The heading for the list of figures should appear 1-inch below the top of the page, centered and in uppercase or lowercase in bold.**

Example: **List of Tables or List of Illustrations** - Otherwise, follow the instructions given above for the list of tables.

Sample

List of Figures

Figure 1.	Line graph depicting the Aging Process.....	23
Figure 2.	Mean Proportional Recall.....	35
Figure 3.	Initial Path-Analytic Model: Influence of Caregiving Duration	40

2.07 List of Abbreviations (Uppercase and lowercase in bold)

When abbreviations or acronyms are used extensively in your thesis/dissertation, a list should be provided of abbreviations and their corresponding definitions. **The heading for the list of abbreviations should appear 1-inch below the top of the page, centered in upper and lower case letters: List of Abbreviations.** Arrange your abbreviations alphabetically at the left margin single-space within each entry and double-space between entries.

2.08 List of Symbols (uppercase and lowercase in bold)

Where symbols are used in your thesis/dissertation, they may be combined with your abbreviations, titling the section **List of Abbreviations and Symbols** or you may set up a separate **List of Symbols** and their definitions by following the instructions above for abbreviations. **The heading should be 1 inch from the top.**

Format

3.01 Margins

The following uniform margins must be applied to all thesis/dissertations:

Left: 1inch margin

Right: 1inch - throughout the entire document

Bottom: 1inch - throughout (with allowances for page numbers)

Top: 1inch throughout (except for Title page and beginning of a CHAPTER).

Exceptions: the Title Page, Abstract, first page of the Dedication, Epigraph, Acknowledge(s) and Preface (if any), first page of the Table of Contents, and the first page of each **CHAPTER (including the Introduction, if any), begin 2-inches from the top of the page (Upper Case letters). Thesis/dissertation pages should not contain headers.** The photographic reduction is acceptable and may be necessary. Text or graphics should not cross the margins.

3.02 Font Type and Size

Use a medium width font that is either 10 or 12 points (Times Roman) in size.

3.03 Line Length and Alignment

The length of each typed line is a maximum of 6 ½-inches. Do not justify lines, that is, do not use the word-processing feature that adjusts spacing between words to make all lines the same length (flush with the margins). Instead, use the flush-left style, and leave the right margin uneven, or *ragged*. Do not divide words at the end of a line, and do not use the hyphenation function to break words at the ends of lines. Let a line run short rather than break a word at the end of a line.

3.04 Spacing

Double-space between all text lines of the manuscript. Double-space after every line in the title, headings, footnotes, references, and figure captions. Quotations that have 40 words or more should be blocked and single spaced. (See sample, p.14)

Sample

Miele (1993) found the following:

The “placebo effect,” which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors were never exhibited again (emphasis Added), even when reel (sic) drugs were administered. Earlier studies (e.g.), Abdullah, 1984; Fox, 1979) were clearly premature in attributing The results to a placebo effect. (p. 276)

Quotations with less than 40 words should be part of the text and double spaced. Use double quotation marks to enclose quotations in text. (See Sample)

Sample

Miele (1993) found that the ‘the placebo effect,’ which had been verified in previous studies, disappeared when [only the first group’s] behaviors were studied in this manner” (p. 276).”

3.05 Indentation

Indent the first line of every paragraph and the first line of every footnote. For consistency, use the tab key, which should be set at five to seven spaces, or ½-inch. The default settings in most word-processing programs are acceptable. Type the remaining lines of the manuscript to a uniform

left-hand margin. The only exceptions to these requirements are (a) the abstract, (b) block quotations, (c) titles and headings, (table titles and notes, and (e) figure captions.

3.06 Pagination

Use small Roman numerals (i, ii, iii, iv, etc.) on all pages preceding the first page of chapter one. The title page counts as page i, but the number should not appear; the first page showing a number will be ii (the copyright page or first page of the abstract). Arabic numerals (beginning with 1, 2, 3, 4, etc.) start at chapter one and include the text, illustrations, notes, and any other materials that follow.

The first page of each chapter should be counted when you paginate the thesis/dissertation, but should not be identified with any numeral. Thus, the second page of chapter one is the first to show an Arabic numeral 2.

Choose one of the following pagination methods and position all page numbers in the same place on each page throughout the entire thesis/dissertation:

1. Upper right corner of the page $\frac{1}{2}$ -inch (4 lines) from the top of the paper and 1-inch from the right edge.
2. Centered at the bottom of the page $\frac{1}{2}$ -inch (4 lines from the bottom edge).

If your document contains landscape pages (pages in which the top of the page is the long side of a sheet of paper), make sure that your page numbers nevertheless appear in the same place as they do on other sheets for consistency.

3.07 Documentation Style

You may follow the dominant style of your discipline (APA, MLA, JACM, AMS, etc.) if consistent throughout your document. However, each college is encouraged to use the American Psychological (APA) style. This is the style supported by the College of Graduate Studies.

3.08 Citations of Sources (Endnotes)

Endnotes are an acceptable alternative to footnotes. Format endnotes for your thesis or dissertation following these guidelines: (1) Always begin endnotes on a separate page either immediately following the end of each chapter, or at the end of each chapter, or at the end of your entire document. If you place all endnotes at the end of the entire document, they must appear after the appendices and before the references. (2) Include the heading “Endnotes” in all capital letters, and center it 1-inch below the top of the first page of your endnotes section (s). (3) Single-space endnotes that are more than one line long. (4) Include one double-spaced line between each note. (5) Number all endnotes with Arabic numerals. You may number notes consecutively within each chapter starting over with number 1 for the first note in each chapter, or you may number notes consecutively throughout the entire document. (6) Endnote numbers must precede the note and be placed slightly above the line (superscripted). Leave no space between the number and the note. Use appropriate citations as required by the documentation style used in the text.

3.09 Bibliography/References

All the references consulted must be listed alphabetically by the authors’ last name in the Reference/Bibliography section. **Do not use references that were not cited in the text.** References must begin on a separate page with 1-inch margin at the top of the page. The word Bibliography or Reference should appear in uppercase and lowercase letters, centered. Double-space all references in a *hanging indent* format, meaning that the first line of each reference is set flush left and subsequent lines are indented. (See sample, p.17)

Sample

Bibliography

Brewer, J., & Hunter, A. (1989). *Multimedia research: A synthesis of styles*. Newbury Park, New Jersey.

Campbell, D.T. (2012). Degrees of freedom and the case study. In T. D. Cook & C.S. Reichardt (Eds.), *Qualitative and quantitative methods in evaluation research* (pp. 49-67). Beverly Hills, CA: Sage Publications

Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work, stress, and health. *Monitor on Psychology*, 39(6), 26-29.

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, Marital status, and the survival Times of terminally ill patients. *Health Psychology*, 24, 225-229.

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

3.10 Appendices

In general, an appendix is appropriate for materials that are relatively brief and that are easily presented in print format. Some examples of material suitable for an appendix are (a) a list of stimulus materials (e.g., those used in psycholinguistic research), (b) a detailed description of a complex piece of equipment, and (c) a detailed demographic description of subpopulations in the study. If your manuscript has only one appendix, label it Appendix; if your thesis/dissertation has

more than one appendix, label each one with a capital letter (Appendix A, Appendix B, etc.) in the order in which it is mentioned in the main text. Each appendix must have a title. In the text, refer to appendices by their labels: produced the same results for both studies (see Appendices A and B for complete proofs). All appendix pages should be numbered in Arabic numerals and continued from and subject to the same guidelines as the rest of the document. **The heading Appendix or Appendices should be 1 inch from the top of page in upper and lower case letters.**

3.11 Supplementary Materials (Photographs)

Supplementary materials – like audio, video and spreadsheets are part of your dissertation or thesis, submit them as supplemental files. These files will be made available in *PQDT Open* when your work is published.

Checklist

4.01 Title Page

Does the page show a 2-inch margin at the top?
Does the statement correctly specify the Department and College granting your degree?
First, middle and last name on title page must be identical on the abstract page.
Is the title of the thesis/dissertation centered 2-inches below the top of the page?
Is the name of the author centered 1-inch below the title?
Is the statement: “A thesis or dissertation submitted to the Faculty of the College of Graduate Studies of Virginia State University in partial fulfillment of the requirements for the degree in Department ofin the College of.....”
Is the word Virginia centered on the lower half of the page?
Is the date of your graduation printed on the title page of your thesis or dissertation?
Is “Approved by” been placed on the left-hand side of the page followed by lines for the signatures of the chair/advisor and committee members.

4.02 Abstract

Is the title worded exactly as it is on the title page?
Does the page show a 2-inch margin at the top?
Is the text of your abstract no longer than 150 words (for a thesis) or 350 words (for a

dissertation)?

Is this page(s) numbered in lower case Roman numerals?

Did you capitalize and bold all of the letters in the word Abstract?

Did you double space the content?

4.03 Dedication, Epigraph, Acknowledgement(s) and/or Preface

Do the Dedication, Epigraph, Acknowledgement(s) and/or Preface each begin on a new page?

Does the first page of each show a 2-inch margin at the top?

Do subsequent pages return to the 1-inch top margin?

Are these pages numbered in lower case Roman numerals?

Did you double space the content?

4.04 Table of Contents

Does the first page show a 2-inch margin at the top?

Do subsequent pages return to the 1-inch top margin?

Are these pages numbered in lower case Roman numerals?

Do the wording, capitalization, and punctuation of all entries match those used in the text of your thesis or dissertation?

Is each entry single-spaced, with double space between entries?

Are the corresponding page numbers accurate?

Does the Table of Contents appear after the Abstract (or after the Preface, if there is one)?

4.05 List of Tables, Figures, Illustrations, Abbreviations, and Symbols

Does each list have a heading in upper and lower case letters 1-inch below the top of the page?

Are all lists of tables, etc. properly numbered, given a title, and listed consecutively?

Is each entry in the list single-spaced, with a double space between entries?

Do the wording, capitalization, and punctuation of all entries in your lists matches those used in the text of your thesis or dissertation?

Are these pages numbered with lower case Roman numerals?

4.06 Chapters

Does the first page (only) of each chapter begin 2-inches from the top of the paper?

Is the text double-spaced (except for blocked quotations, notes, captions, legends, and long headings, which are single-spaced)?

Are paragraphs indented consistently throughout?

Have you followed the proper footnoting procedures according to the style being used throughout the work?

Are abbreviations used in notes consistent with those used in the bibliography?

Are page numbers of the text in Arabic numerals without additional punctuations?

Do all page numbers appear in the same place on the page?

Have you left the page number off the title page and first pages of each chapter (even though

you count these pages in numbering)?

4.07 Bibliography/References

Are all entries listed alphabetically?
Are entries double-spaced with a single space between entries?
Are abbreviations consistent with those used in the footnotes
Does the page show a 1-inch margin at the top?

4.08 Appendices

Have you placed the Appendices after the Bibliography?
Have you assigned each appendix a number or letter and title?
Does the page show a 1-inch margin at the top?

Distribution

5.01 Internet Distribution

All theses and dissertations will be included in the ProQuest database and the Virginia State University Library database and made available to the general public over the Internet. ProQuest also offers both print and digital versions of Dissertations & Theses for purchase.

ProQuest Dissertations & Theses is a comprehensive collection of graduate work from around the world. Their search services allow different levels of access depending on payment, ranging from metadata only searching to accessing only the first portion of the document, or the entire document. ProQuest collects fees from anyone who orders a thesis or dissertation and shares a portion of the fee with the author. Students will accept an agreement with ProQuest setting forth the terms of ProQuest's services as a part of the electronic thesis and dissertation submission process.

Receipt of a submitted and approved thesis or dissertation in the College of Graduate Studies results in the publication of the document by the University Library at Virginia State University.

As such, each student grants the University a limited, non-exclusive, royalty free license to reproduce the student's work, in whole or in part, in electronic form to be posted in the

University Library database and made available to the general public at no charge. As a public institution, Virginia State University is committed to disseminating research widely and furthering the free exchange of intellectual information, including approved theses and dissertations completed by graduating students.

Submission to ProQuest

After your committee members approve the thesis/dissertation, you are now ready to commence sending your document electronically to the Graduate Office for review and approval. Once University staff approves your formatting, the staff will deliver the manuscript to ProQuest at the end of the VSU submission season. Please take the time to read the following instructions in full before beginning the process of submitting your dissertation to *ProQuest Dissertations and Theses Open (PQDT Open Access)* using the ETD Administrator. Submitting your dissertation to *PQDT Open* is **mandatory and requires a \$95 fee**. For further assistance with this process, contact the Assistant to the Graduate Dean.

Note: If you need to finish your submission later (for instance, if you need to update your PDF file before uploading it), you can save your information in the ETD Administrator and come back later to finish.

Get Started

1. Go to <http://www..etadmin.com/cgi-bin/main/submitting?siteld=748>
2. Select “*Submit my dissertation/thesis.*”

Sign in

1. Create an account on the ProQuest submission site. Be sure to use an email address that you check regularly (including your junk/spam folder) to prevent delays in

communication that will impact graduation clearance. Once the account is created, you can use it to log in and complete the following steps at any time.

2. Read and review the information on the ProQuest instructions page to answer any questions that you may have as prepared to submit your thesis or dissertation.
3. Convert your document to a PDF file.
 - You may convert your document to a PDF a number of ways. You may use the conversion tool provided on the submission site. Other options include using Adobe software or programs and applications such as Microsoft Word 2010 that allow you to print to PDF or save files as a PDF.
 - If converted properly, the conversion to PDF format should not affect the quality of the original document.
 - See the ProQuest submission site PDF FAQs for more information.
4. Review the ProQuest *Publishing Options* page and select the appropriate publishing options for you. For more information about publishing options, see the section on Distribution above. Select Save & Continue.
5. Read and agree to the ProQuest *Traditional Publishing Agreement*.
6. Provide the requested contact information. Be sure to include current, accurate information so that ProQuest and the Graduate School can contact you about your submission. Select Save and Continue.
7. Provide the requested information on the ProQuest *Dissertation/Thesis Details* page. Select Save & Continue.
 - Pay careful attention to capitalization and spelling, as this information will be displayed online exactly as it is entered. The keywords and abstract information

that you enter will be used to provide online database access to your thesis or dissertation, so accuracy is important.

- Please review the section your Abstract when submitting this information, especially the tips on keywords and word limits.

8. Upload the PDF file of your thesis or dissertation and then any supplemental files (optional), such as data files, graphics, and music or video files.

- Acceptable media types and information about supplemental files can be found on the [ProQuest FAQ](#) page.
- The College of Graduate Studies recommends using common file formats that do not require specialized software to open and use. This will increase the likelihood of readers having ready access to the contents of your supplemental files as they review your entire thesis or dissertation.
- The College of Graduate Studies recommends that you take care to identify supplemental files as your own. If possible, embed your name and document information within the file contents. You are also encouraged to include your name as a part of the file name. When supplemental files are made accessible online, the file name and the specific contents of the file are the only way to identify to whom the work belongs.
- Electronic file size is limited to 1000 MB total of all files added together. The file can be uploaded in zipped folders.
- Although the ProQuest submission site discusses mailing in documents with very large supplementary files on a CD, DVD, or USB drive, the College of Graduate Studies will not accept submissions in this manner.

9. Choose whether or not you would like ProQuest to file a copyright on your behalf.

Please see the section on Registering Copyright for more information. Select Save and Continue.

10. Choose whether or not you would like to order printed copies of your document.

- Please note the Graduate College cannot take responsibility for your printing job.
- You may order your copies through ProQuest site at the time of submission or at a later date.

11. Pay for any applicable fees with a credit card or gift cards. Expect your card to be charged after you graduate.

12. Submit your document by selecting the Submit Dissertation/Thesis button.

13. Allow sufficient time for The Graduate College staff to review your document, generally within ten business days of submission. You will be notified via email if revisions are needed, and you must complete all required revisions in a timely manner, usually within 72 hours. Be sure to include an email address that you check regularly in the contact information requested by ProQuest. This email address will be used to contact you with revisions and final approval.

14. Once you receive notice that the Graduate College has accepted the final document, no revisions or resubmissions are accepted.

For more details about submission, please visit The Graduate College's Electronic Thesis and Dissertation site and the Frequently Asked Questions on the ProQuest site. The homepage is: <http://www.etdadmin.com/cgi-bin/home>.

Frequently Asked Questions (FAQs)

1. What happens after I submit my dissertation through the ProQuest ETS Administrator?

After you are completely done with your program (i.e., fees are paid, your degree is in hand) your Program Coordinator will log into the ProQuest ETD Administrator and review your dissertation for Virginia State University formatting accuracy and against necessary ProQuest requirements.

- Your Program Coordinator will review your dissertation.
- If your dissertation is flawless, it is submitted to *PQDT Open!* Once Virginia State University has approved your dissertation, you will receive two emails: one email from ProQuest when your dissertation has been approved, and one email from your program coordinator informing you that it has been published.
- If your dissertation needs formatting revisions, your Program Coordinator will contact you.

2. What happens if my dissertation needs formatting revisions?

Contact your Program Coordinator for more information.

3. Can I get readership or download data on my dissertation?

Not yet, but you will be able soon! This feature called the “Author Portal” will be available in your ProQuest ETD Administrator account. ProQuest expects to roll out this feature in 2015.

4. What if I want to turn my dissertation into an article or a book?

Go for it! If you would like to publish parts of your dissertation in a peer-reviewed publication, be sure to check each journal's policy regarding prior publication. Learn more about prior publications: <http://bit.ly/pqdt-prior>.

5. Do I retain the copyright for my dissertation after I submit it to *PQDT Open*?

Yes. When you publish your dissertation in *PQDT Open*, you enter into a non-exclusive publishing agreement with ProQuest, meaning you keep the copyright on your graduate work and can publish it wherever else you please and do with it what you want.

6. After submitting my dissertation to *PQDT Open*, can I publish parts of my dissertation in magazines, journals, blogs, websites, etc.?

Yes, because you retain full copyright privileges and ownership of your dissertation. For peer-reviewed publications, check their policies regarding prior publication (see FAQ #4).

7. Should I register for U.S. Copyright Registration?

You will have to register for copyright if you wish to bring a lawsuit for copyright infringement of your dissertation. You may voluntarily have ProQuest register your dissertation for copyright for \$55 (Virginia State University does not require this) or you can do it yourself on the U.S. Copyright Office's website (<http://www.copyright.gov/>).

Registering for copyright functions like extra insurance should you ever bring a copyright infringement lawsuit to court in that you may be eligible for statutory damages and attorney's fees in a successful lawsuit. (Without copyright registration you are only liable for actual damages.) Learn more at <http://bit.ly/pqdt-copyright>.